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Subject: Las Vegas UNLV Facility Schedule

Hello ORD Las Vegas Staff -

I am sending this message to provide a time line for ORD Las Vegas staff for the next 3 months.

First, I would like to re-emphasize that September 30, 2018 remains the date by which staff will need to either relocate to another ORD location or separate from the Agency. This date has not been moved up, although staff may choose to either relocate or separate before September 30, 2018.

Second, given the work that needs to be done to prepare for the environmental due diligence and decommissioning processes, ORD staff remaining in Las Vegas during the month of September will need to vacate the UNLV campus by August 31, 2018. Since space will not be available on the UNLV campus, we plan to develop an episodic telework agreement for each federal staff member so they may work from an alternate work location (most likely their home) during September.

Third, laboratory equipment will either need to be packed up, donated, excessed or otherwise removed from UNLV by the middle of August, so that it may be shipped to its new destination in late August/early September.

During the month of September, remaining office furniture and laboratory equipment will be disassembled and removed from the building, if not done so already, and the spaces will be cleaned so that the contractor supporting environmental due diligence and decommissioning may start their work in early October with clear access to the office and laboratory space on the UNLV campus.

Below is summary of the overall schedule outlined above. Please let me know if you have any questions.

Summary of Overall Schedule for July through September
- Mid-August – Laboratory equipment either packed, donated, or excessed.
- Late August/Early September – Laboratory equipment shipped to new destination.
- August 31 – ORD Staff vacate UNLV campus.
- September 1 to 30 – Episodic telework for ORD staff remaining in Las Vegas until September 30.
  - Also, removal of office furniture, laboratory equipment, and other miscellaneous items and clean-up of space.

- September 30 – Last day for ORD Staff to either relocate or separate from the Agency.

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